

26 January 1959

MEMORANDUM FOR THE RECORD

On Wednesday, 21 January, Messrs. [] met with Mr. Simon and Mr. Patterson, representatives of the Department of State, to discuss their Vital Materials Program.

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Some of the more significant information received from this meeting follows:

a. The selection of Vital Materials (documents essential to its functioning during a National Emergency) is the responsibility of each bureau or department.

b. The Vital Materials of the State Department are filed in transfer cases and steel shelving in an area 20 ft. by 30 ft. located outside Washington.

c. These vital records are transferred to the relocation center in sealed envelopes, bi-weekly. There is no index to the individual items in these envelopes, only the bureau, date, envelope number and type of records appears on transfer slip.

d. The majority of records transferred are in hard copy. One type of record being placed on microfilm is telegrams. Telegrams are deposited in hard copy for the current year, then filmed, and the reels are deposited. The microfilmed coverage of this file dates back to 1940.

They do not deposit any tab cards and consequently do not have any tab equipment at their relocation site.

They have some reproduction equipment which appears to be limited to mimeograph, photostat and other paper to paper reproduction processes.

They do not have any 3M reader-printers, but do have some conventional type Recordak microfilm readers.

One staff has been assigned the responsibility of collecting, and transmitting administrative type records.

In their deposits they include the NSCID's, DCID's, NIS, NIE's, SNIE's, OCI COUNTRY Handbooks and the OCI Current Intelligence Weekly Summary. The summaries are kept by State for a period of three months.

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State dispatches are deposited in hard copy and are retained for three years. These dispatches are filed by post or origin and date. They are not subject and area coded and requests for specifics (subjects and/or areas) cannot be satisfied.

They stated that this facility had not had a real test in the past two annual exercises. They answered negatively to our question, "Have the IAC agencies requested copies of dispatches during an exercise?"

They invited us to inspect both their central file and record center here in Washington.

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Distribution:

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